

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE:	Cleaning Supervisor
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DEPARTMENT:	Site Team
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SALARY RANGE:	Grade 3
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REPORTING TO:	Site Manager
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RESPONSIBLE FOR:	Supervision of Cleaning Staff
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LIAISING WITH:	Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team
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Main purpose:	Cleaning Supervisor is responsible for ensuring that the cleaning staff clean the school to the required standard.
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MAIN DUTIES:	
General Duties	<p>Supervision of cleaning staff, including undertaking induction and training schedule for cleaning staff, with assistance from Site Manager/Facilities & Operations Manager</p> <p>Allocation of work areas to cleaners and ensuring that work is completed to a satisfactory standard.</p> <p>Ensuring manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.</p> <p>Issue relevant cleaning materials, equipment etc. to cleaners as needed</p> <p>Replenishing supplies of cleaning products/equipment toiletries, plastic bags etc, as needed</p> <p>Undertake regular stock taking to ensure sufficient cleaning supplies/products/equipment are available for cleaning staff.</p> <p>Liaise with Site Manager/Facilities & Operations Manager on the re-ordering of stock/supplies.</p> <p>Undertake regular cleaning inspections around the school site to ensure that satisfactory levels of</p>

	<p>cleaning are being maintained. Where necessary address any issues with relevant member of cleaning staff to ensure any issues are dealt with professionally and swiftly. Report any unresolved issues to Site Manager/Facilities & Operations Manager</p> <p>Ensure the security of site is managed during the cleaning of school premises by locking and unlocking windows and doors, Opening and closing of school site when necessary and where applicable.</p> <p>Ensuring self and other cleaning staff are working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and students.</p> <p>Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or students.</p> <p>Compliance with the Trust’s Health and Safety Policy and Safer Working Practices.</p> <p>Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions.</p> <p>Ensuring all chemicals are securely stored away when not in use.</p> <p>Ensuring materials and equipment are returned to appropriate storage area at end of cleaning session and that equipment is cleaned by the user and dust bags emptied, where appropriate, prior to storage.</p> <p>Checking cables for wear and tear and storing in a suitable safe area. Notifying the Site Manager/Facilities & Operations Manager immediately of any faults found.</p> <p>Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment that has been used.</p> <p>Ensure mops, cloths etc, are washed and left to dry as appropriate at the end of each session.</p> <p>Reporting immediately to Site Manager/Facilities & Operations Manager any defective electrical sockets, lighting, vandalism etc, in your cleaning area.</p> <p>Undertaking training in use of methods, materials and equipment, as instigated by the Site Manager/Facilities & Operations Manager</p> <p>Ensuring school areas have relevant cover in the event of staff shortage or sickness.</p> <p>The post holder may be expected to assist cover holiday/sickness absences of other members of the team where available.</p> <p>Be flexible on working hours e.g. adjust working hours dependant on events or needs of the school such as parents evening, shows or open evenings etc</p> <p>Any reasonable task as directed by the Headteacher/Facilities & Operations Manager which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.</p>
<p>Staffing and Resources</p>	<ul style="list-style-type: none"> • Positively engage in appraisal reviews as directed by line manager • Contribute to appraisal reviews as directed by line manager • Line-manage staff as indicated by the school structure • As directed by the line manager respond to developments and initiatives at national, regional and local levels • Contribute to the recruitment, training and on-boarding of new staff <p>Promote teamwork and effective working practices as well as a positive and health work culture</p>
<p>Other professional</p>	<ul style="list-style-type: none"> • Establish and maintain regular communication with the site team • Communicate with cleaning staff and outside agencies where appropriate

requirements:	<ul style="list-style-type: none"> • Attend professional meetings as required • Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning • Actively engage in the Trust’s appraisal process • Take part in the Trust’s staff development programme • Attend and contribute to meetings • Work as a part of a team and positively contribute to effective working relationships • Take part in Trust events as directed by the CEO • Undertake the professional duties of a line manager
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Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

Support for the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust’s dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

In line with Keeping Children Safe in Education 2023, as a part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed onto the recruitment manager and discussed during interview.

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education, 2023 – [KCSIE 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children’s Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to

employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good English and Maths • Must be an experienced cleaner • Must be a good communicator 	
Experience	<ul style="list-style-type: none"> • Previous experience of supervising staff • Previous experience of working in a school environment may be beneficial • Capacity to work under pressure, to meet deadlines and organise priorities 	
Skills and knowledge	<ul style="list-style-type: none"> • Understanding and respect for confidentiality in relation to all issues connected with this role • To be physically fit • Observe safe working practices in carrying out the required duties 	
Personal qualities	<ul style="list-style-type: none"> • To be reliable, punctual and have excellent attendance • To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused • Able to work constructively as part of a team, understanding the Trust's rules and responsibilities • To be open and honest, to follow instructions and to take responsibility and accountability for own actions. • Committed to the needs of the Trust and challenge barriers/blocks to provide an effective service. • Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude. • To keep calm and retain 'cheerfulness' under pressure • Plans communication effectively and acts as a role model in providing open, honest communication and feedback. • Builds personal relationships with stakeholders, through regular contact and consultation. Develops and nurtures networks within and outside of the Trust. • Demonstrates focused implementation of role and responsibilities. Is accountable for own development and encourages the ownership of development needs amongst team members. • Takes quick and effective action to meet demanding workloads and commitments. • Takes considered risks using initiative and flexibility to deliver. • Committed to the provision and improvement of quality service provision • Ability to relate well to children, able to form and maintain appropriate relationships and personal boundaries. 	
Flexibility	<ul style="list-style-type: none"> • Possess a flexible and adaptable approach to working patterns and job tasks 	

	<ul style="list-style-type: none"> To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust. 	
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This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Cleaning Supervisor		
Chief Executive Officer's signature:	<i>E. Vitalis</i>	Date:	
Postholder's signature:		Date:	